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17 DEC 1963
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MEMORANDUM FOR: Assistant Director/Computer Services
Assistant Director/ELINT
Assistant Director/Research & Development
Assistant Director/Scientific Intelligence
Assistant Director/Special Activities
Chief, Foreign Missile & Space Analysis
Center

SUBJECT: Scheduling of Technical Seminars

1. I think we are all aware of Bud Wheelon's desire to conduct periodic seminars for professional officers on technical matters of general interest. We have had to date several general sessions which represented Office operational briefings. These, however, fall short of the technical seminar target. In order to get on with this matter, I would like to solicit your cooperation.

2. Would you be good enough, either yourself or some qualified gentleman in your Office, to give me informally at least two topics which represent responsibilities of your Office and which appear to be susceptible of technical seminar treatment. The topics should not be so specific or narrow in definition that no one else except the speaker will really understand or have interest in them. When all precincts now being polled have furnished their returns, we will then take action to establish a seminar schedule. If security clearances permit, the best system may be to allow professional officers to exercise their own right to attend. If this system does not prove feasible, then as an alternate we would furnish each Assistant Director only a schedule of the seminars and let him select those of his troops he believes should attend.

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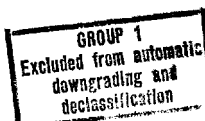

Executive Officer
Deputy Director
(Science and Technology)

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